



WISCONSIN DEPARTMENT OF CORRECTIONS

Governor Tony Evers / Secretary Kevin A. Carr

Columbia Correctional Institution

Date: June 15, 2021
To: CCI Persons in our Care and Visitors
From: Deputy Warden Olson
Subject: In-Person Visitation

Beginning July 6, 2021, in-person visiting will resume for the Persons in our Care. Each person is eligible for two in-person visits and one video visit per week. Each in-person visit will be two hours in length; video visits will remain 40 minutes.

Scheduling of in-person visits will begin at 9:00am on Wednesday, June 16; requests received prior to this will not be processed. Visitors are asked to schedule in-person visits at least two business days in advance.

Visit Procedure

1. Visitors must have an approved Visitor Questionnaire (DOC-21AA) and be on your approved visiting list. Up to three approved visitors will be allowed for a specific visit with a person in our care. At least one visitor must be an adult.
2. Eligibility will be determined by PIOC current status or disciplinary restrictions in accordance to WI DOC 303.
3. Visits are scheduled on a first come, first served basis as space is limited. Visitors may only schedule one visit at a time (i.e. once a visitor completes a visit on July 6th, the next visit can be scheduled. A visitor cannot block schedule all visits for the week, nor schedule a visit for every Monday at 5:00pm).

Visits can be scheduled by emailing the address below. Visitors must clearly identify which type of visit is being requested (**IN PERSON** or **VIDEO**).

DOCDAICCIZoomVisits@wisconsin.gov

4. Full names and dates of birth of all visitors must be provided when scheduling.
5. Visiting hours are as follows:
 - Monday, Tuesday, Wednesday, Friday 3:00pm – 8:30pm
 - Saturday, Sunday, Holidays 8:30am – 3:30pm
6. Visitors should arrive no more than 15 minutes prior to the scheduled start time of their visit. Visitors will not be permitted to wait in the facility lobby.

7. Visitors will be required to pass a COVID-19 screening procedure for temperature and symptoms prior to being allowed to enter the visiting area. Masks are mandatory for all visitors ages 2 and up.
8. PIOC's are required to wear full state issued uniform, mask, and state issued ID on the outermost top visible to staff at all times. Green and red tops must be tucked into green and red bottoms. Removal of outer layers will not be allowed in the visiting room area. State issued boots must be worn.

Additional Information

1. DAI Policy 309.06.01 Visiting is to be adhered to at all times.
2. No sharing of food or drinks between visitors and persons in DOC care.
3. Brief hugs are allowed at the beginning and end of the visit; kissing will not be allowed.
4. Hand holding will not be allowed.
5. Children will not be permitted to sit on laps.
6. The children's area will remain closed.
7. Photographs will be allowed; masks may be removed for photos.
8. Chairs and tables have been placed to maximize capacity while following social distancing. Please do not move them. Chairs and tables will be sanitized between visits.
9. PIOC's are responsible to inform visitors of all rules governing their visit. Any violations will result in the termination of the visit and is subject to the suspension of visits by the Security Director.
10. Conversation during visits will be held to a normal tone of voice to not disturb others.
11. Refusal to comply with these rules may result in the termination of the visit and suspension of future visits.

Cc: CCI Staff
File